



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY, OCTOBER 30, 2018  
AT 7:00 PM  
COUNCIL CHAMBERS  
3<sup>rd</sup> fl. PUBLIC SAFETY BUILDING**

Page #

**AGENDA**

**1. CALL TO ORDER**

**2. OPENING CEREMONY**

**3. OATH OF OFFICE FOR NEWLY ELECTED COUNCIL MEMBERS**

- A. City Council Seat "A" – Victor Shen
- B. City Council Seat "D" – Monty Irvin
- C. Appointment of Mayor
- D. Appointment of Vice-Mayor

**4. ROLL CALL**

- A. Council Members Present
- B. Administration Present

**5. APPROVAL OF MINUTES**

- A. September 18, Regular Meeting Minutes
- October 9, 2018, Special Meeting Minutes

**5. APPROVAL OF REGULAR MEETING AGENDA**

**6. MAYOR'S REPORT**

- A. Mayor Report – Daniel Blair
- B. Vice Mayor Report – David Pinquoch

**7. MANAGER'S REPORT**

- A. Interim City Manager's Report – Jim Hunt
- Assistant City Manager Report – Annie Reeves
- B. Directors' Reports
  - 1. Harbormaster Report – Kyle Sinclair
  - 2. Public Safety Report – Greg Russell
  - 3. Public Works Report – Scott Korbe

**8. COMMISSION/COMMITTEE REPORTS**

- A. Planning Commission

- 24 B. Port & Harbor Commission
- C. Parks & Recreation Committee
- D. Whittier Community School
- E. Prince William Sound Aquaculture Corp.
- F. Regional Citizen's Advisory Council

**9. CITIZEN'S COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

**10. APPROVAL OF THE CONSENT AGENDA**

**11. PUBLIC HEARINGS (NON-ORDINANCE)**

**12. RESOLUTIONS**

- 27 A. Res. 26-2018 – A Resolution of the City Council of the City of Whittier, Alaska, Directing the City Clerk to destroy the ballots, ballot numbers, tally sheets, certificate of persons voting, return envelopes and nomination petitions from the October 3, 2017 Regular Municipal Election
- 28 B. Res. 27-2018 – A Resolution of the Whittier City Council Alaska, authorizing a payment of no more than \$24,000 from the Harbor Reserve Fund to PND Engineers, Inc. for inspection, condition assessment, and load rating of the City of Whittier's City and Ocean docks
- 35 C. Res. 28-2018 - A Resolution Of The City Council Of The City Of Whittier, Alaska Authorizing The Interim City Manager To Contribute No More Than \$15,000 Towards The Whittier Beautification Project/ Derelict Vessels Removal

**13. EXECUTIVE SESSION**

- A. Whittier/Girdwood Police Contract – Matters, the immediately knowledge of which would clearly have an adverse effect upon the finances of the public entity; AS 44.62.310 (1)
- B. Administrative Report on the BUILD Grant - Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; AS 44.62.310 (2)
- C. Bear Shooting - Subjects that tend to prejudice the reputation and character of any person, provided the person may request a public discussion; AS 44.62.310 (2)

**14. UNFINISHED BUSINESS**

- A. HOB Breakwater Project
- B. City Employee Hierarchal Chart
- C. Harbor Phase III Construction

**15. NEW BUSINESS**

- 36 A. Cruise Ship Dock Request for Funds to Repair/Upgrade Cruise Ship Terminal
- 37 B. Local Priorities
- 38 C. State Priorities
- 39 D. Federal Priorities
- 40 E. Appointment of Commission Members
  - 1. Arlen Arneson, Seat F
  - 2. Ed Hedges, Seat A
  - 3. Brad Von Wichman, Seat C

**16. COUNCIL DISCUSSION**

**17. CITIZEN'S DISCUSSION**

**18. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

**19. ADJOURNMENT**

## **MEMORANDUM:**

---

**Date:** October 22, 2018

**To:** Council Members

**cc:** Jim Hunt, Interim City Manager

**From:** Naelene Matsumiya  
City Clerk

**Re:** Election of Mayor / Vice Mayor

**Memo:** To refresh your memories this is the procedure council used in the previous mayor/vice mayor elections.

Before the election, Council must set forth, by motion, how it wishes to nominate and vote for its mayor and vice mayor. This will be a procedure for this council only and will need to be re-established with every new council. (This procedural motion may be circumvented in the future by including this procedure in the code via the ordinance process).

After nominations the Council has in the past voted either by ballot or voted unanimously out loud.

A possible procedure for nomination and ballot voting would be as follows based on Alaska Statutes and Roberts Rules of Order.

- A. The chair calls for nominations from the floor (council).
- B. Council members make nominations for mayor. One nomination per person
- C. The chair acknowledges each nomination and asked if there are any other nominations. When there are no other nominations, the chair closes the nominations.
- D. Blank ballots can be distributed to the council member to write the name of the candidate they wish to vote for. You may also vote for someone who was not nominated. The ballots are given to the clerk, counted, and the results stated by the clerk. A majority of the governing body (4 votes) must be achieved for a candidate to win the election. If a majority is not achieved, ballot voting will continue in the same manner until a majority is achieved. All nominations remain on the ballot for every vote. No one is ever dropped from the ballot because they received the lowest number of votes.

Thank you.



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL  
REGULAR MEETING  
TUESDAY SEPTEMBER 18, 2018  
7:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

## MINUTES

### 1. CALL TO ORDER

Mayor Daniel Blair called the meeting to order at 7:00 p.m.

### 2. OPENING CEREMONY

Mayor Daniel Blair led the Pledge of Allegiance.

### 3. ROLL CALL

**A. Council members present and establishing a quorum:** Victor Shen, Debra Hicks, Peter Denmark, Dave Dickason, Monty Irvin, and Daniel Blair.

**MOTION:** Dave Dickason made a motion to excuse Dave Pinquoch from Tonight's meeting.

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion Passed Unanimously

#### **B. Administration Present:**

Jim Hunt, Interim City Manager

Annie Reeves, Assistant City Manager

Naelene Matsumiya, City Clerk

Kyle Sinclair, Harbormaster

Greg Russell, Interim Police Chief

Scott Korbe, Director of Public Works

**Others Present:** Greg Clifford, Cathy McCord, Krystal Sobrino, Anthony Sobrino, Karen Dempster, Mike Bender, Kelly Bender, Dave Goldstein, Brian Hicks, Mike Hanley, Todd Perez, Mike Edgington, Marc Donadeau

### 4. APPROVAL OF MINUTES

August 21, 2018, Regular Meeting Minutes and September 13, 2018, Special Meeting Minutes.

**MOTION:** Dickason made a motion to approve the minutes with amendments

**SECOND:** Peter Denmark  
**DISCUSSION:** None  
**VOTE:** Motion passed unanimously

## **5. APPROVAL OF THE REGULAR MEETING AGENDA**

**MOTION:** Dave Dickason made a motion to approve the Regular Meeting Agenda with amendments.

**SECOND:** Debra Hicks

**DISCUSSION:** Move Presentation Item 12 to 5a

**VOTE:** Motion passed 5-1

### **5a. PRESENTATION – Mike Hanley of the Chugach School District**

Mike Hanley presented and discussed the following topics:

- School Board proposal to allow for a designated (voting) seat in Chenega
- Resolution that was passed at the School Board meeting regarding borough formation
- Potential impacts of the school districts with borough formation

## **6. MAYOR'S REPORT**

### **A. Mayor Report**

Dan Blair reported that he met with the state Lobbyist and the Interim City Manager a few times in the last month. He had nothing further to report.

### **B. Vice Mayor Report by Vice Mayor Dave Pinguoch**

None

## **7. MANAGER'S REPORT**

### **A. Interim City Manager's Report- Jim Hunt**

Jim Hunt reported that he had attended the AML Meeting Representing Whittier and met with Director Pat Pitney of the Office of Managing Budget. He met with Commissioner of Commerce and Economic Development, Mike Navarre and Governor Walker as well. He reported that the Army Corps. Of Engineers has continued work on the Navigation Improvement feasibility study and the director report is anticipated in January. A total of 79,692 will be given to the city from the Community Assistance Program, formerly known as the Community Revenue Sharing Fund. He stated that he is currently reviewing the Girdwood Police Contract to make some amendments.

Jim also reported that he and the U.S. Army Corps. Of Engineers met at the head of the bay to see what was going on there currently. He also met with the City Attorney at no cost to the City to catch up to speed on Whittier. Jim stated that the administration is currently working on a new procurement policy as well as an administration policy that will come before Council in due time. Jim stated that he attended the Eastern Kenai Peninsula Emergency Safety Area Board Meeting and proposed that Whittier could participate in the Kenai Borough's funding and road. He disclosed that even though Girdwood cannot participate, Hope and Cooper Landing still funds the city for participating in training. He updated the Council on the CPA finance management team.

Jim announced the legal fees expenditures from 2017 as well as to date. In 2017, the City spent \$229,363 in legal fees. In 2018, taking into consideration that the City was dealing with the Delong Dock as well as personnel matters, the City has spent \$168,000.

Dan Blair asked Jim if the position of Interim Director of Administration is still an interim position. Jim replied that he will look back at the record so that he can answer accurately

Peter Denmark inquired that since personnel has not interfaced well with Caselle, and if the Harbor is not a part of it, if it made sense to stay with the system. Jim replied that it was due to human error and that the City should continue its work with Caselle. Peter asked if the program could work with the right experience. Jim said absolutely.

**B. Assistant City Manager's Report**

See written report in original packet.

**C. School District Report**

Nothing new to report

**D. Director's Reports**

**1. Financial report**

None

**2. Harbormaster Report – Kyle Sinclair**

See written report in original packet

Kyle stated that the proposals for the Ocean and City Dock assessments were open for discussion. He said he'd like to know the condition of the docks before any decisions have been made.

**3. Public Safety Report – Greg Russell**

Greg Russell acknowledged Mike Edgington, of the Girdwood Board of Supervisors in the audience. Greg appointed Brian Hicks for Volunteer Fire Chief and held a brief Swear in Ceremony.

**4. Public Works Report – Scott Korbe**

See written report in original packet.

**8. COMMISSION/COMMITTEE REPORTS**

**A. Planning Commission**

Nothing new to report

**B. Port & Harbor Commission**

Nothing new to report

**C. Parks & Recreation Committee**

Dave gave a brief update. Karen Dempster congratulated the Parks and Rec. Committee on the Grant that was awarded to them from the Kenai Mountain Turnagain Arm Historical Society.

**D. Prince William Sound Aquaculture Corp.**

Nothing new to report

**E. Regional Citizen's Advisory Council**

Mike Bender announced that the annual SERVS training is going on around town and mentioned the locations training will be taking place.

**9. CITIZENS COMMENTS ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**  
None

**10. APPROVAL OF CONSENT CALENDAR**  
None

**11. PUBLIC HEARINGS (NON-ORDINANCE)**  
None

**12. PRESENTATIONS**  
None

**13. ORDINANCES**

**14. PUBLIC HEARING (2<sup>nd</sup> reading)**  
None

**15. RESOLUTIONS**

**A. Res. #23-2018 – A Resolution Of The City Council Of The City Of Whittier, Alaska, Appropriating \$48,000 Of The General Fund Or Harbor Reserve Fund For The Purpose Of Providing Shoreline Protection Located In The Whittier Harbor Basin, At Latitude 60.7771° N., Longitude 148.6927° W., Whittier, Alaska.**

**MOTION:** Dave Dickason made a motion to adopt Res. #23-2018

**SECOND:** Monty Irvin

**DISCUSSION:** Peter Denmark recused himself from the discussion and the vote as it is a conflict of interest. Monty explained that the resolution is being reintroduced as there was not a quorum at the previous meeting when Peter recused himself. Scott Korbe gave a brief history of the area needing the repair and explained the reason for the repair is because of exposed wires in the ground and leaning light fixtures due to natural erosion. Dan asked if repair was going to impact neighboring businesses. Scott stated that it will not.

**VOTE:** Motion to adopt resolution 23-2018 passed with 5 votes for, 1 recused and 1 absent.

**B. Res. #24-2018 – A Resolution By The Whittier City Council Authorizing A Payment Of No More Than \$10,000 From The General Fund, To Information Insights For The Economic Analysis For Borough Feasibility Study Proposal For A Prince William Sound Borough Between Girdwood, The City of Cordova and The City of Whittier**

**MOTION:** Dave Dickason made a motion to adopt Resolution 24-2018

**SECOND:** Peter Denmark

**DISCUSSION:** Peter Denmark stated that he is far from approving a formation of a borough under the format Information Insights, Inc. has proposed. Dave Dickason asked if Cordova will still be contributing. Jim Hunt answered yes. Victor Shen asked how funding the study is going to work and if Girdwood and Cordova's contributions will be more since their



communities are larger than Whittier's. Jim said yes.

Marc Donadeau clarified from the audience that it was important to make the distinction between Girdwood itself and the *Girdwood Governance Association* which is a private citizen's group.

Karen Dempster stated that she did research and found that the core focus of the Information Insights, Inc. group was public health and public policy. She showed that the Head of the Group's educational background was primarily International Studies and an MA in Arab Studies. She went on to state that she doesn't know why the City chose these people. She continued.

Victor Shen asked that if Whittier's Cruise ship Excise Taxes will be shared among the communities within the borough. Dan stated that the study will determine whether or not to move forward if the company has accurate findings. He stated that he hopes that the study will lay out the advantages and the disadvantages.

Peter Denmark reiterated that he is a long way from thinking this is a good idea, but the Alaska Constitution mandates that the unincorporated borough shall create boroughs in time. He said that there is not a time frame, and that it is mandated by the State's Constitution. He said a borough was inevitable. HE went on to say it seems like an inexpensive way to learn something.

**VOTE:** Resolution adopted 5-1

## **17. UNFINISHED BUSINESS**

### **A. Delong Dock Emergency Repair**

Kyle Sinclair spoke to it saying the assessment and evaluation of the damage has been completed as well as the assessment of the entire dock. He said that he is just waiting for the report to get back to him. He said once it gets back to him, he will present it to the City Manager. He commented that the insurance company picked up the tab on all the costs for the assessments except for the \$5,000 deductible.

### **B. Harbor Phase III Construction**

Kyle stated that there is nothing new to report. Dan asked if he has applied for the Tier 2 State Grant of 2019. Kyle replied that he has not. Dan asked if there is a window and a deadline and stated that the City is getting high on the list because a lot of money has been contributed in it.

## **18. NEW BUSINESS**

### **A. Interim City Manager Contract**

Jim explained that the contract in front of them is the old one and has not been updated. Dan said the only change was adding 5 days of Holiday of the year 2018.

Peter stated that setting short term goals will be best with going forward to the end of the year. He mentioned that State, Local and Federal goals need to be accomplished, but so do administrative goals.

### **B. Schedule October Regular Meeting**



Regular Meeting Scheduled for the 30<sup>th</sup> of October at 7:00 p.m.

**C. Schedule Special Meeting to Certify the Election for October 9, 2018.**

Special Meeting Scheduled for the 9<sup>th</sup> of October at 6:00 p.m. to certify the results of the 2018 Regular Election.

Council Recessed at 8:45 for 10 minutes

**19. COUNCIL DISCUSSION**

Peter asked for Administrative Reports on the agenda. Peter asked for support from the council that the administration present a report on how the City missed the opportunity to apply for the BUILD Grant.

Mayor Blair asked for consensus to support Peter's request.

Debra Hicks: Yes

Victor Shen: Yes

Dave Dickason: Yes

Monty Irvin: Yes

Dan Blair: Yes.

Peter Denmark directed Council to a handout of a section of the code "Weapons" asked Greg Russell why it was appropriate to hunt bears within the City limits in a recreational park. Peter stated that an individual employed with the City, used a City vehicle to hunt his bear. He continued by quoting the code, "Hunting Permits can be allowed by the Public Safety Department" and "The permit shall provide that no hunting is permitted within 1 half mile of any commercial or industrial structure or within 1 quarter mile of the shoulder of Shotgun Cove Road to the stream known as Second Salmon Run." He stated that the bear was kill in the First Salmon Run with a bow and arrow. He said it was not in defense of life or property. He asked Greg Russell about the appropriateness of the action.

Greg Russell clarified by saying no city vehicle was utilized for harvesting any game. He said that violations caused by any individual is not appropriate to be discuss during a public forum. He told Council that the code does state the issuance of a permit, but the permit cannot be issued until after October 1<sup>st</sup>. He said he'd be happy to answer Peter's questions in an executive session. He continued.

Peter stated that the bear population is integral to the community and if a defense of life and property killing is necessary, so be it. But this circumstance as he was able to see the bear around town and states the bear was never aggressive. Greg stated that according to Alaska Fish and game, if a bear begins to become habituated in the town, it then becomes a Public Safety issue. Peter said that the accounts from the incident was closer to that of a hunt. Peter requested an executive session regarding this incident.

Peter mentioned the shooting range and how he had gotten calls from an individual who had reported that in order to use the shooting range, they must come into the City office to register for a permit every day. He said he understood, but previously the process was to notify Whittier PD to let them know you were at the shooting range and to not respond to the sounds of gunfire in the area. He concluded that the people who use the range are local citizens of Whittier and asked if there was any way to revert to a more casual way of granting permission. Greg answered that the purpose behind the verbalized response is to identify those that would like to use the range and gives the Public Safety Department an opportunity to go over the rules of the range and orient them of range use. He said that people who aren't locals made special trips down to Whittier to use the shooting range because it is

6

convenient. He stated that it would be best for people using the range to identify themselves and give the information this is needed to continue the process and that it is very accommodating.

Victor Shen asked if there is a charge to use the range. Greg replied that it was free of charge.

Jim Hunt exited the meeting and Annie Reeves sat at the City Manager's seat at 9:06 pm.

Dave Dickason asked about the derelict boats. Dan Blair explained that the project would be a group effort and he was hoping to get the opinion of the Council on whether or not it is a worthwhile concept. Peter asked if this was the function of the nuisance ordinance or the environmental hazards. Dan replied that it was more towards the function of beautification efforts to the City of Whittier and removal of problem boats. Peter asked if the City has the power to condemn the boats. Dan replied that the question would be best for Jim. Peter gave a history of what happened the last time this was proposed. He stated that if this is a group effort and legal ducks are in order, this was long over-due. Council discussed further.

Debra Hicks suggested using the old boats to potentially make a reef.

Kyle spoke to the issue saying, it's a good idea that even the State Troopers have been looking at doing the same thing, but the process is very expensive especially with 17 or more boats.

Dave Dickason asked about the Comprehensive Plan timeline. Annie Reeves responded that she had just started conversation with Kitty Farnham and that the process is still in its infancy. She explained the process and the steps that will potentially be taken.

Dave asked about the Tank Farm land at the head of the bay. Dan stated that he has a 450 page document that states some of the requirements of taking possession of contaminated land. He said it was something that the DEC and/or the EPA would have to work together to see what the liability is.

Dan announced that he would like to appoint Greg Clifford, chair of the Port and Harbor Commission to a Crowley oil spill response exercise in Valdez to represent Whittier. Greg Clifford accepted the appointment and thanked the Council for their recommendation.

Dan mentioned the Girdwood Police contract and Police coverage in Whittier. Peter Denmark stated that Police focus should be in Whittier. Dan said that he'd like to hear that from the Administration so that it will help with going forward in negotiations in the contract. Council discussed the item further.

## **20. CITIZEN'S DISCUSSION**

Karen Dempster mentioned that at hour 2:06:30 at the last City Council Meeting, a Council Member stated, "...need for administrative policy development. Pushing 1 million on lawyers." Peter Denmark told Karen that it was he who made the remark. She said that it made no sense to her, as a lawyer, to ring up that kind of bill. She urged the Council to look at the attorney bills and their details. She told Council that they may want to look at untangling the legacy that the former City Manager left behind because it has been just causing problems.

Karen told the Council that there is Federal and State money out there that the Council can greatly benefit from. She continued.

Anthony Sobrino spoke about the bear that was killed in Lu Young Park and expressed his concerns with the incident.

Greg Clifford announced that October 4 will be the next Port and Harbor Meeting. He invited everyone to come and name some items that may be on the agenda. He commented about participating in SERVS and promoted RCAC's free cruise to watch the participants during the drill. He concluded by inviting everyone to breakfast at the school.

**21. COUNCIL AND ADMINISTRATION'S RESPONSE TO CITIZEN'S COMMENTS**

**22. ADJOURNMENT**

All were in favor of adjourning the meeting at 10:00 p.m.

**ATTEST:**

---

**Naelene Matsumiya**  
**City Clerk**

---

**Daniel Blair**  
**Mayor**



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**WHITTIER CITY COUNCIL  
SPECIAL MEETING  
TUESDAY, OCTOBER 9, 2018  
6:00 PM  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING**

**MINUTES**

**1. CALL TO ORDER**

Vice Mayor David Pinquoch called the meeting to order at 6:00 p.m.

**2. OPENING CEREMONY**

David Pinquoch led the Pledge of Allegiance.

**3. ROLL CALL**

**A. Council members present and establishing a quorum:**

David Pinquoch, Dan Blair (Telephonic), Debra Hicks, Dave Dickason, Victor Shen, Monty Irvin and Peter Denmark

**B. Administration Present:**

Jim Hunt, Interim City Manager  
Annie Reeves, Assistant City Manager  
Naelene Matsumiya, City Clerk  
Dyanna Pratt, Director of Administration  
Scott Korbe, Public Works

**Others Present:** Charlene Arneson, Greg Clifford Lindsey Erk

**4. APPROVAL OF THE SPECIAL MEETING AGENDA**

**MOTION:** Dave Dickason made a motion to approve October 9, 2018 Special Meeting agenda

**SECOND:** Monty Irvin

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**5. NEW BUSINESS**

**A. Employee Hierarchal Chart**

Dan Blair stated that the use of this flowchart was to determine the hierarchy of the City and it was passed

City Council  
Special Meeting  
October 9, 2018

in a resolution as what was recommended to the City at the time. He said that in his mind, it was a precedent that Council would amend the flowchart if needed and not the administration. David Pinguoch clarified that the flowchart does not have a Director of Administration and it was to his understanding that the Administration has appointed a Director of Administration when the position does not exist in the flowchart. He stated that it *does* exist in the code, but it also states that Council was to approve the appointment after the City Manager. Peter Denmark asked Dan to address his issue. David Pinguoch replied that the issue is, why has the Executive Assistant appointed to Director of Administration. Debra Hicks recalled that under the authority of the former City Manager, the position was on the flowchart and he was considering appointing Dyanna Pratt to the position. David stated that the positions on the flowchart are the positions approved by the Council. Peter asked why the issue had to be addressed at *this* meeting. Jim Hunt spoke. He said that the code—not just Title 2—needs tremendous housekeeping and updating. He hopes that in the process of cleaning up the code, issues will dissolve. He stated that this is an opportunity to have a fresh start.

#### **B. Discussion: Updating the Whittier Municipal Code**

Peter Denmark stated that the essence of the City's problems stems from the conflicting dictums and mandates that come from the code. David Pinguoch stated that many cities have similar positions. He asked Jim if there was a mandate for the position in the City. Jim replied that there is not, but that every community is different. He explained that whenever a position like this is passed, it is usually for the perceived need. He explained that right now, the position is covering human resources and other duties as assigned. He said that this is a great opportunity to clean the code up and address all unmet needs and items needlessly in it. David reported that he had done some research and saw that the City of Kodiak has a very clean Title 2. He believes it would be a good template to help clean the City's code up. He explained further. He said that if he had known that in the code, there was the Director of Administration, he would not have supported the position of Assistant City Manager. He said that the City is too small to have more directors. Peter Denmark reminded everyone that the City of Whittier is a strong City Manager City and a second class City. He said the system should reflect that. Dan Blair commented that a Deputy Clerk would work best for our community size. He stated that a single point of service doesn't tend to work out and is not as consistent. He said that the State recognizes the importance of the Clerk and helps with training, whereas if the City creates a position the Council is responsible for managing the changes. David Pinguoch stated that in Kodiak's Title 2, there's an overlap of a lot of the duties and cross training. He agreed that it was a good idea to cross-train employees so that the City is covered in case of an emergency.

#### **C. Approval of Contract between the City of Whittier and Catalyst Consulting Services, LLC for 2019 Comprehensive Plan**

Jim Hunt asked if the contract was sent out in an RFP or if it was a sole contract. Dave Dickason replied that it was a sole contract. Jim stated that for transparency, the Council might want to consider putting it out in an RFP. Dave Dickason asked if there was a dollar amount that dictates when something gets sent out to bid. Jim responded that there is a criteria that must be followed. He explained that prices vary. Jim reiterated that as much as he wants to begin the process, he recommends it follow the proper procurement policy.

Peter Denmark told the Interim City Manager that, though important, the Comprehensive Plan update was not crucial considering other issues the City is facing. He also stated that the Council has experienced numerous incidents of patronage under the former City Manager's leadership and disclosed that he fully supports Jim's transparency notion.

Council consented Jim to put the project out to bid in an RFP.

Lengthy discussion about the Comprehensive plan ensued.

## **6. RESOLUTIONS**

**A. Res. #25-2108 –A Resolution Of The City Council Of The City Of Whittier, Alaska Certifying the results of the October 2, 2018 Regular Election**

**MOTION:** Dan Blair made a motion to adopt Resolution 22-2018

**SECOND:** Peter Denmark

**DISCUSSION:** None

**VOTE:** Motion passed unanimously. Resolution #25-2018 adopted

**7. COUNCIL DISCUSSION**

Peter Denmark pointed out the disconnection between the Council and the Administration by mentioning the Orca Lease transfer. Dan Blair commented and agreed that there has been some chaos in the administration lately. He offered options and ways he or the Council could help. He asked that when working on Title 2, to ultimately reset as he does not agree with the City having 2 City Managers.

Council revisited the discussion of the Comp. plan.

Dan Blair requested a work-session at 6 pm, before the Regular Meeting on October 30<sup>th</sup>.

David Pinguoch asked the City Manager about requesting items for an agenda. Jim Hunt answered that it should go through the City Manager to the Clerk or simultaneously. He apologized for the confusion on items that should have been on the agenda but were not placed. Peter Denmark mentioned the City's budget and asked the Council for support in discussing the Girdwood Police contract. Jim Hunt recommended that the issue be discussed in executive session. An open discussion during executive session about the topic would be appropriate.

Jim Hunt reported that he had talked to Larry Gilman about the issue on derelict boats and the beautification of Whittier. He said that the estimated price for contribution would be about \$15,000. Dan asked that it come in front of the Council as a resolution. David Pinguoch supported this.

Jim Hunt reported that, to clarify, the City did not give any money to the Girdwood Governance Association, the City contracted directly to Information Insights. He said there was misinformation and he wanted to clear that up.

**8. CITIZENS DISCUSSION**

Lindsey Erk thanked the Whittier Police Department for monitoring the bears in the area while kids are commuting to and from the school.

**9. ADJOURNMENT**

All were in favor of adjourning the meeting at 7:22 p.m.

**ATTEST:**

---

**Naelene Matsumiya**  
**City Clerk**

---

**Daniel Blair**  
**Mayor**

Working on budgets

Participated in the Alaska Rail Road Spill Drill

Attended Ports and Harbor and P&Z meetings

Met with the city attorney

We are examining generator options for the public safety building. Probably looking at \$150,000. Would the council provide a nod to proceed with further work on resolving this?

ACS is providing full computer support for the city and is working on backing up our systems for this first time to my knowledge

Lynden is planning improvements for the larger ships that are coming next year. They are requesting \$38,000 in CPV funds to assist them. Consensus to bring forward a resolution?

Staff has submitted the storm damage report to the State Emergency Operation Center / Homeland Security

Mitigation is ongoing

Regular meetings with staff and public





SK OF DYANNA PRATT

CITY OF WHITTIER, ALASKA

"A PERSON WHO FEELS APPRECIATED WILL ALWAYS DO MORE  
THAN EXPECTED"

To: Jim Hunt, City Manager

Date: October 30, 2018

Unfortunately, we lost our front desk receptionist, so our remaining four administrative staff people are exploding at the seams with work. It's almost impossible to keep up. Even so, we are getting things done.

**PERS REPORTS:**

Have not been done since July 01, 2018. I have been working with The State of Alaska – Retirement system to get up to date on our payroll reporting.

**SAFETY TRAINING FOR EMPLOYEES:**

The City of Whittier has lacked providing safety trainings for City staff. I contacted APEI and coordinated safety training classes that are mandatory for all employees. Safety trainings will also be tailored per department so staff gains relevant-to-them training. The benefits are a safe workforce and reduced insurance premiums.

I accepted APEI's offer of ice cleats for all City employees.

I also coordinated additional trainings through Chris Lau who conducted Blood Borne Pathogens and CPR/AED training for all City staff, who have all received their certificates. Special thanks to Chris Lau and the Public Safety Department for offering these classes to staff!

**CITY INSURANCE:**

Have reviewed and updated city-wide policies. I will set up a meeting with the City's insurance broker that has experience with APEI and AMLJIA to review and ensure the best coverage for the City beginning in 2019.

**BUSINESS LICNESES:**

We are at the end of the calendar year and the expiration of many business licenses. I am processing new business license applications and renewals on a daily basis.

**PAYROLL:**

Since John Janik's departure, I have taken on processing payroll, a new area of expertise for me. In additions to payroll, I am in charge of reporting to required government entities. As this is a new area of expertise for me and I am grateful for everyone's support and help.

**HUMAN RESOURCES:**

Our employee count to date is:

Administration - 4 Full-time staff.

Public Works – 3 Full time staff and one temporary staff.

Public Safety – 3 Full-time staff and 4 temporary staff

EMT/Fire – 2 Full-time staff. Welcome aboard Amanda Sassi!

Harbor – 6 Full-time staff – 2 temporary staff

We have 16 employees full-time that are under our health insurance and 18 full time employees total.

**ASHRM CONFERENCE:**

Attended a 2 day HR conference in Anchorage. My classes included; The Rules of Payroll, the Rules of HR, HIPPA compliance, Personnel File Maintenance, Record Retention and Technology, and Workplace Harassment and Discrimination.

**APEI ONE DAY SEMINAR:**

Will attend Thursday, October 25 as it is free of charge for APEI members. The classes offered are: Investigating EE Workplace Concerns, Importance of Workplace Safety Programs, Creating Effective Job Descriptions, Cyber Security 101, and Best Practices of Personnel Files Maintenance.

**REAL PROPERTY TAX ASSESSMENTS FOR 2019:**

Met with City Assessor last week and took inventory of new buildings and additions to existing buildings for the 2019 tax roll.

**UTILITY BILLINGS:**

I have created the utility statements and sent them out for September with the assistance of Scott Korbe and Caselle.

**LEASE STATEMENTS AND ACCOUNTS RECEIVABLE BILLINGS:**

October statements have gone out.

**ANNUAL EMPLOYEE APPRECIATION DINNER AND PARTY:**

Save the date for December 08, 2018. Time 6pm, Where: Anchor Inn. More to follow..



## ASSISTANT CITY MANAGER REPORT CITY OF WHITTIER

---

To: Mayor, Council, and City Residents  
From: Annie Reeves, Assistant City Manager  
Date: October 30, 2018

"It is not the critic who counts; not the man who points out how the strong man stumbles, or where the doer of deeds could have done them better. The credit belongs to the man who is actually in the arena, whose face is marred by dust and sweat and blood; who strives valiantly;...who at the best knows in the end the triumph of high achievement, and who at the worst, if he fails, at least fails while *daring greatly*."

~Theodore Roosevelt's 1910 "Man in the Arena" Speech

I would like to begin by saying thank you to my fellow staff members that find themselves in the arena with me. The days are long, the tasks truly too many to get through, and if anyone researches cities with similar budgets, they will quickly find that those cities have a greater ratio of staff. Simply put, a very small minority continues to ensure that the City of Whittier does not falter and I am humbled and grateful for the camaraderie and friendship we share in the arena.

1. **IT Service Provider** - worked with other staff members to research more efficient, economical, and effective IT services. We are in the process of transitioning from one service provider to another.
2. **US Forest Service** - through collaboration with the Prince William Sound Economic Development District, am reviewing and commenting on a draft field operation guide for counties/boroughs/districts having to work with the Forest Service.
3. **SUTA Report** - completed the quarterly state unemployment tax act report for Whittier employees. Am working to correct a misfiled fourth quarter 2017 SUTA report.
4. **Credit Card Reconciliations** - working to input account codes for 2018 as this has not been done for this fiscal year.
5. **Department Priorities** - reviewed all departments and consolidated outstanding tasks. Working with department directors to set priorities.

6. **Girdwood Governance Association** - working to set up a community information night with a question and answer period as to the potential formation of a Prince William Sound Borough. Will share information as details become finalized.
7. **Passage Canal Development Lease Survey** - the survey is almost finalized. Will present the survey to Jim Barnett before bringing it forward to the Planning and Zoning Commission.
8. **Passage Canal Development Lease Assignment** - reviewing current lease language and surveys to continue the discussion of a lease transfer from Passage Canal Development to the Inn at Whittier.
9. **Safety Trainings** - attended two safety trainings this month.
10. **AML Conference** - ensured all attending City Council members have hotel reservations and per diem taken care of.
11. **ARRC Disaster Drill** - participated in the first joint-venture disaster drill with the railroad. Had a great review of the drill and were able to communicate both what went well and what needs work should such a scenario become reality. Am looking forward to continuing the conversation on having better communication with the railroad.
12. **Employee Reviews** - (1) working with department directors to ensure they timely complete reviews of their staff and (2) working to ensure that I, myself, complete timely reviews of the department directors.



## **CITY OF WHITTIER HARBOR**

P.O. Box 639 Whittier, Alaska 99693  
907-472-2327, ext 6; Fax 907-472-2472  
E-Mail: [harbormaster@whittieralaska.gov](mailto:harbormaster@whittieralaska.gov)

October 24, 2018

From: Harbormaster  
To: City Manager

Subj: Monthly Harbor Report

### **Administration:**

- Billing and maintaining records for DeLong Dock, and Harbor operations and usage
- Recommendation to begin inspection and assessment of Ocean and City Dock by P&D
- Requested an update of cost from Bellingham Marine for the Phase 3 of Harbor to submit with Tier II Grants for next year.

### **Harbor:**

- Day to day operational support of boat harbor
- Delong dock engineering inspection and assessment complete and draft documents received
- Repair of Boat lift completed
- Repair of G and H floats completed.
- Replacement and installation of New Fire Extinguishers
- Dock ladders ordered

### **Meetings attended:**

- City Council meeting
- Attended Alaska Association of Harbor Master in Seward
- Attended the Governors signing of SB92 (Derelect and abandon vessels)

Copy to:  
File



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**PLANNING COMMISSION  
REGULAR MEETING  
WEDNESDAY, AUGUST 1, 2018  
COUNCIL CHAMBERS  
PUBLIC SAFETY BUILDING  
6:00 p.m.**

**MINUTES**

**1. CALL TO ORDER**

Charlene Arneson called the meeting to order at 6:00 pm and led the opening ceremony.

**2. ROLL CALL**

Charlene Arneson, Dyanna Pratt, Lindsey Erk and Jean Swingle and Ed Hedges

**3. ADMINISTRATION PRESENT**

Naelene Matsumiya, City Clerk

**PUBLIC PRESENT**

None

**4. APPROVAL OF SPECIAL MEETING AGENDA**

**MOTION:** Dyanna Pratt made a motion to approve the August 1, 2018 Special Meeting

Agenda as is.

**SECOND:** Jean Swingle

**DISCUSSION:** None

**VOTE:** Passed Unanimously

**5. APPROVAL OF MINUTES**

**MOTION:** Dyanna Pratt made a motion to approve the Special Meeting Minutes of April 18, 2018.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Passed unanimously

**6. CORRESPONDENCE**

None

**7. UNFINISHED BUSINESS**

**A. Tank Farm**

Nothing new to report

**B. Land Trades with ARR**

**MOTION:** Jean Swingle made a motion to remove this from future agendas.

**SECOND:** Dyanna Pratt

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**C. Hazard Mitigation Plan**

Item was Discussed under New Business

**D. Smitty's Cove Park**

Nothing new to report.

**E. Whittier Historic Railroad Plaza**

**MOTION:** Dyanna Pratt made a motion to remove this item from future agendas.

**SECOND:** Ed Hedges

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**F. Shotgun Cove Road**

Commission briefly discussed the item. Dyanna Pratt asked about the process to find out about pricing of land in the area if anyone was interested. Charlene Arneson stated that the land has not been subdivided yet. She said that people will need to see the City Manager and they will direct them as it is not in the Commissions purview.

**G. Passage Canal Development Parcels for Final Plat Variance**

**MOTION:** Charlene Arneson made a motion to remove the item from future agendas.

**SECOND:** Dyanna Pratt

**DISCUSSION:** None

**VOTE:** Motion passes unanimously

**8. NEW BUSINESS**

**A. Hazard Mitigation Plan Update**

Charlene Arneson explained that the plan is updated every 5 years. She stated that it was kept on the agenda so that conversation continued. Lindsey recommended to review the current plan and to come back with recommendations. Charlene explained further and discussed what to expect in the future.

**B. Review of Hazard Mitigation Plan**

Charlene Arneson recommended the Commission review the plan. Discussion ensued.

**9. MISCELLANEOUS BUSINESS**

None

**10. PUBLIC COMMENTS**

None



11. COMMISSION COMMENTS

Dyanna Pratt stated that she will not be returning to the Commission after her seat expires in October.

12. NEXT MEETING AGENDA ITEMS

Items are undetermined at this point.

13. NEXT MEETING ATTENDANCE PLANS

None

14. ADJOURNMENT:

**MOTION:** Ed Hedges made a motion to adjourn the meeting


**SECOND:** Dyanna Pratt

**DISCUSSION:** None

**VOTE:** Unanimous

Charlene Arneson adjourned the meeting at 6:31 pm.

ATTEST:

  
\_\_\_\_\_  
Naelene Matsumiya  
City Clerk  
\_\_\_\_\_  
Charlene Arneson  
Commission Chairperson



# THE CITY OF WHITTIER

*Gateway to Western Prince William Sound*

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

**PORT & HARBOR COMMISSION  
SPECIAL MEETING  
MONDAY, JULY 23, 2018  
Council Chambers, Public Safety Building  
7:00 p.m**

## MINUTES

**1. CALL TO ORDER**

Greg Clifford called the meeting to order at 7:00

**2. ROLL CALL**

Greg Clifford, Ed Hedges, Arnie Arneson, Ron Graham, Dave Goldstein, and Mark Mitchell.

**MOTION:** Arnie Arneson made a motion to excuse Brad VonWichman from tonight's meeting.

**SECOND:** Dave Goldstein

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**3. ADMINISTRATION PRESENT**

Kyle Sinclair, Harbormaster

Naelene Matsumiya, City Clerk

Arnie Reeves, Acting City Manager

**PUBLIC PRESENT**

Dave Dickason, Victor Shen

**4. APPROVAL OF REGULAR MEETING AGENDA**

**MOTION:** Ed Hedges made a motion to approve the July 23, 2018 Special Meeting Agenda as is.

**SECOND:** Mark Mitchell

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**5. APPROVAL OF MINUTES**

**MOTION:** Mark Mitchell made a motion to approve the June 12, 2018 Special Meeting Minutes 2018.

**SECOND:** Arnie Arneson

**DISCUSSION:** None

**VOTE:** Motion passed unanimously

**6. CORRESPONDENCE**

None

**7. NON-ACTION BUSINESS**

None

**8. NEW BUSINESS**

**A. Bonds for Harbor Rebuild**

Kyle Sinclair opened up the discussion by explaining the purpose for the bond was to go to the 3<sup>rd</sup> Phase for the Harbor rebuild project as it was already approved. He mentioned funds left over from the previous project and asked Council if the money can be combined and if a one-time payment could be done. He said that if this was an option, a public notice for a public hearing will be advertised. He explained further.

The Commission discussed the topic heavily.

Annie Reeves told the Commission that the City cannot forecast their finances and there is not a clear understanding at this point. She stated that she cannot give very clear direction as she does not have confidence as to the City's finances. She reported that she is working with the City's accounting/firm program (Caselle) to help reconcile the City's books so that she can see where the City stands financially. She continued and asked the Commission to discuss and contemplate before moving forward.

Greg Clifford summarized the income from the Harbor from previous years and inquired about the \$400,000. Dave Goldstein shared similar concerns.

Ron Graham asked about the Cruise Ship head tax. Annie stated that during the City Council meeting, a question was raised as to what portion of the CVP funds were already encumbered. She explained further by reminding the Commission that the Delong Dock and the City Building are not currently in the budget. She indicated that on top of these 2 unknown quantities, adding \$500,000 worth of debt to the City while not having a clear understanding of the City's finances is not how the City should move forward.

Mark Mitchell mentioned a grant writer for the City and asked if it was possible. Annie replied that it was. Commission agreed that a grant writer will be best for the City.

**MOTION:** Arnie Arneson made a motion to support Resolution No. 20-2018 – *a resolution of the city council of the city of Whittier, Alaska authorizing the issuance of a series of harbor revenue bonds in the principal amount of not to exceed \$4,400,000 and to appropriate \$1,000,000 for the purpose of financing the design, construction and acquisition of harbor and related capital improvements; establishing the terms of the bonds; and authorizing the sale of the bonds.* that was presented to the Council.

**SECOND:** Dave Goldstein

**DICUSSION:** None

**VOTE:** Motion failed unanimously

---

**9. MISCELLANEOUS BUSINESS**

None

10. PUBLIC COMMENTS

None

11. COMMISSION COMMENTS

Dave Goldstein announced the July 28 deadline with the U.S. Army Corps of Engineers.  
Mark Mitchell recommended adding the topic of a grant writer under new business of the next meeting.

Greg Clifford stated that he's willing to wait for it in order for the Harbor to move forward.

12. NEXT MEETING AGENDA ITEMS

Grant Writer

13. NEXT MEETING ATTENDANCE PLANS

Not Determined

14. ADJOURNMENT:

Meeting was adjourned at 8:05 pm.

ATTEST:

  
\_\_\_\_\_  
Naelene Matsumiya  
City Clerk  
\_\_\_\_\_  
Greg Clifford  
Commission Chairperson

**CITY OF WHITTIER, ALASKA  
RESOLUTION 26-2018**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF WHITTIER, ALASKA DIRECTING  
THE CITY CLERK TO DESTROY THE BALLOTS, BALLOT NUMBERS, TALLY SHEETS,  
CERTIFICATE OF PERSONS VOTING, RETURN ENVELOPES AND NOMINATION  
PETITIONS FROM THE OCTOBER 3, 2017 REGULAR MUNICIPAL ELECTION**

**WHEREAS**, according to 2.06.330 (B), upon expiration of the year, the City Election Official shall destroy ballots and related correspondence after notification of the City Council; and

**WHEREAS**, according to the State of Alaska Government Model General Administrative Records Retention Schedule #300. 1 Section 8, all such election materials may be destroyed after one month;

**NOW THEREFORE, BE IT RESOLVED** that a Whittier Municipal Elections and the City Council gives permission to the City Clerk to destroy ballots and related correspondence, as authorized by code;

**EFFECTIVE DATE:** This resolution shall be effective upon adoption.

**PASSED AND APPROVED** by a duly constituted quorum of the City Council for the City of Whittier, Alaska on this 30th day of October 2018.

**Introduced By: Naelene Matsumiya, City Clerk**

**Introduction Date: October 30, 2018**

**ATTEST:**

---

**Naelene Matsumiya  
City Clerk**

---

**Daniel Blair  
Mayor**

Ayes:  
Abstain:  
Nays:  
Absent:

**CITY OF WHITTIER, ALASKA  
RESOLUTION #27-2018**

**A RESOLUTION OF THE WHITTIER CITY COUNCIL ALASKA, AUTHORIZING A  
PAYMENT OF NO MORE THAN \$24,000 FROM THE HARBOR RESERVE FUND TO PND  
ENGINEERS, INC. FOR INSPECTION, CONDITION ASSESSMENT, AND LOAD RATING OF  
THE CITY OF WHITTIER'S CITY AND OCEAN DOCKS.**

**WHEREAS**, the City of Whittier is the municipal government for Whittier, Alaska; and

**WHEREAS**, the City of Whittier owns and operates a municipal harbor in Whittier, and

**WHEREAS**, the City and Ocean docks are in need of structural inspection; and

**WHEREAS**, PND Engineers, Inc. has proposed a Condition Assessment and Load Rating for the City and Ocean Docks; and

**WHEREAS**, PND Engineers, Inc. will perform structural inspections of all dock components, excluding mechanical and electrical; and

**WHEREAS**, The project will include two engineering reports: 1) Dock inspection and condition assessment and 2) Load rating and as-builts; and

**NOW, THEREFORE, BE IT RESOLVED**; the City Council authorizes a payment of no more than \$24,000 from the Harbor Reserve Fund to PND Engineering, Inc. to conduct the Dock inspection, Condition Assessments, Load ratings and as-builts for the City and Ocean Docks in the City of Whittier's Municipal Harbor..

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council this 30<sup>th</sup> day of October 2018.

**Introduced by: Kyle Sinclair, Harbormaster  
Introduction date: October 30, 2018**

**ATTEST:**

\_\_\_\_\_  
Naelene Matsumiya  
City Clerk

\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes:  
Nays:  
Absent:  
Abstain:



ENGINEERS, INC.

September 19, 2018

PND 18A-171

Kyle Sinclair  
Harbor Master - City of Whittier  
P.O. Box 639  
Whittier, AK 99693

**Subject: Whittier City and Ocean Dock Condition Assessment – Engineering Services Proposal**

Dear Mr. Sinclair,

PND Engineers, Inc. (PND) is pleased to provide this scope of work and fee proposal for inspection, condition assessment, and load rating of the City of Whittier Ocean and City Docks located in Whittier, Alaska.

**BACKGROUND**

PND has little information on both the City and Ocean docks. The original design criteria and construction dates are unknown at this time. Currently there are no available records of previous structural or underwater inspections on either dock.

The City dock structure consists entirely of timber members. The main dock platform is approximately 100 feet offshore and connected inland by a narrow timber walkway. This walkway, along with an independent platform to the East of the main dock serves as the only boat lift system for the harbor. The fendering system for the main dock consist of battered timber.

The Ocean dock consists of a concrete-decked, steel pile supported dock with a catwalk and single dolphin. Timber fenders line the southeastern face of the dock and are directly attached to the steel superstructure. The dolphin's timber fender pile are attached to an energy absorbing cylindrical fender system.



**Figure 1: Dock Locations**



## **SCOPE OF WORK & FEE**

### **Task 1 – Dock Inspection and Condition Assessment**

**Cost = \$8,500 (Fixed Fee)**

PND will mobilize two engineer inspectors to perform a general structural inspection of all dock components, excluding mechanical and electrical, on the City and Ocean Docks. Inspection will primarily consist of visual means from the deck topsides as well as below with a small skiff. With the information collected during the site investigation, PND will develop an evaluation report to provide a condition assessment of the structural members and repair recommendations. Any recommendations requiring detailed drawings will be provided at concept level and may need further refinement before final design. Any repairs recommendations will be intended to restore the members to their original capacity and performance criteria. Cost estimates for any recommended repairs (timber/concrete decking, fenders replacement, bullrail repairs, etc.) will also be provided.

Below water inspection is not included in this proposal. At the request of the City, PND will facilitate additional below water inspections.

### **Task 2 – Load Rating and As-Built**

**Cost = \$15,500 (Fixed Fee)**

Inspectors will perform a comprehensive inspection of all dock components above water, excluding mechanical and electrical, in order to as-built the City and Ocean dock systems. All accessible structural components will be measured and dimensioned in order to provide a full layout of the structure and calculate its load capacity for gravity and vessel berthing/mooring loads. Basic drawings will be developed (plan and profile) to supplement the inspection records. The visual inspection will be complemented with UT (ultrasonic) thickness measurements, timber corings, and CP (cathodic potential) readings on select steel/timber members.

This scope of work and proposal presumes that there are no available design drawings or previous inspection reports. Without the original design criteria or drawings, structural capacities for items such as concrete panels and foundation pile will be based upon highly conservative assumptions and may be significantly more restrictive than their actual designed capacity. PND's fee estimate may be reduced should this design information become available.

**Total for Task 1 and Task 2 Cost = \$24,000**

## **DELIVERABLES**

The deliverables for the project will include two engineering reports: 1) Dock Inspection and Condition Assessment which will include recommended repairs, conceptual level repair drawings and ROM cost estimates and 2) Load Rating and As-builts which will include basic as-built inspection drawings (plan and profile), and estimated load ratings.

## SCHEDULE

PND proposes to complete project deliverables on the following schedule:

### Work Item/Deliverable

General Dock Condition Assessment Report	4 weeks after Inspection
Load Rating and As-Built	6 weeks after Inspection

We are pleased to be considered for this project and we look forward to working with you on this and other projects in the future. Please call if you have any questions or comments.

Sincerely,

PND Engineers, Inc.



Sean Baginski, P.E., S.E.  
Principal Engineer



Corey Roche, P.E., S.E.  
Senior Engineer



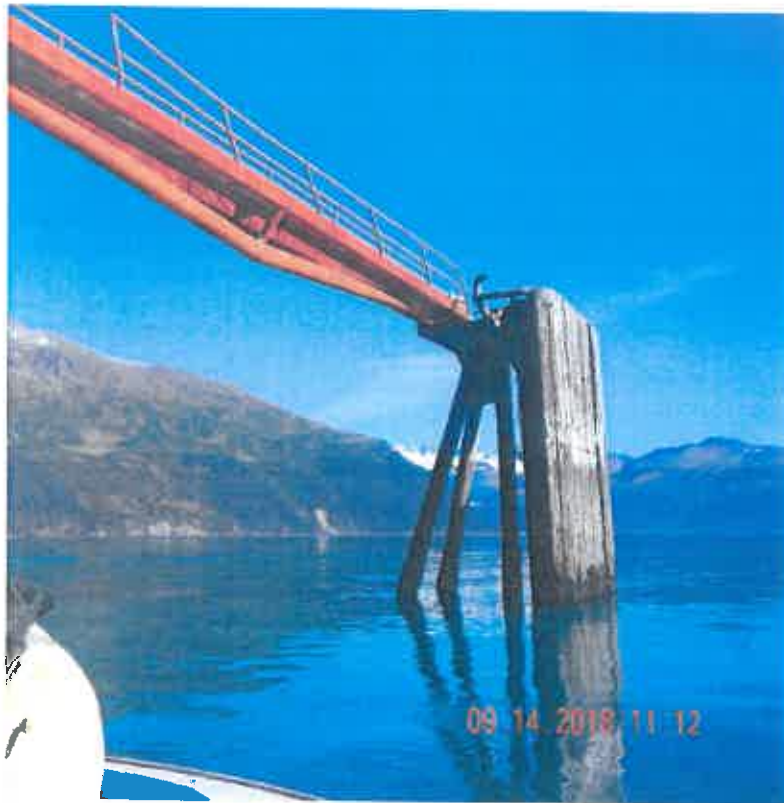
Figure 2: City Dock Main Platform



**Figure 3: City Dock Travel Lift Support Platform**



**Figure 4: Ocean Dock**



**Figure 5: Ocean Dock Dolphin**



**CITY OF WHITTIER, ALASKA  
RESOLUTION # 28-2018**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA  
AUTHORIZING THE INTERIM CITY MANAGER TO CONTRIBUTE NO MORE  
THAN \$15,000 TOWARDS THE WHITTIER BEAUTIFICATION PROJECT/  
DERELICT VESSELS REMOVAL**

**WHEREAS**, hundreds of derelict vessels currently litter Alaska's coastline and harbors and these numbers will increase every year unless action is taken; and

**WHEREAS**, Derelict vessels exist and continue to be dumped across Alaska's coast and rivers; and

**WHEREAS**, the City of Whittier recognizes that these vessels are unsightly, threaten safe navigation, and can pose environmental hazards; and

**WHEREAS**, the City of Whittier has offered to contribute \$15,000 to the Whittier Beautification Project to dispose of derelict vessels within the municipality; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of Whittier, Alaska to authorize the Interim City Manager to contribute \$15,000 towards the Whittier Beautification Project/Derelict Vessels Removal

Passed and approved by a duly constituted quorum of the Whittier City Council on this 30th day of October 2018.

\_\_\_\_\_  
Daniel Blair  
MAYOR

ATTEST:

\_\_\_\_\_  
Naelene Matsumiya  
CITY CLERK

Ayes:  
Nays:  
Absent:  
Abstain:



Naelene Matsumiya &lt;cityclerk@whittieralaska.gov&gt;

**Fwd: funds**

2 messages

**Mayor Daniel Blair** <mayor@whittieralaska.gov>  
To: Naelene Matsumiya <cityclerk@whittieralaska.gov>  
Cc: Jim Hunt <Citymanager@whittieralaska.gov>

Wed, Oct 24, 2018 at 2:03 AM

Mayor Daniel Blair  
[mayor@whittieralaska.gov](mailto:mayor@whittieralaska.gov)  
City of Whittier  
Gateway to Prince William Sound  
Whittieralaska.gov  
907-227-8174

Begin forwarded message:

**From:** Gordon Lindblad <[GORDONL@lynden.com](mailto:GORDONL@lynden.com)>  
**Subject:** funds  
**Date:** October 5, 2018 at 12:05:52 PM AKDT  
**To:** Mayor Daniel Blair <[mayor@whittieralaska.gov](mailto:mayor@whittieralaska.gov)>  
**Cc:** "[ReedStoops@aol.com](mailto:ReedStoops@aol.com)" <[ReedStoops@aol.com](mailto:ReedStoops@aol.com)>

Mayor Dan Blair and Whittier city council ,

As you are aware there will be the new ships coming to Whittier next year and each ship will carry an additional 1000 passengers. This is requiring us to make the parking lot a little larger and some other upgrades. We would also like to do some information signs to install in the parking lot that tell a little bit about Whittier and the different businesses in town. We also are looking at installing some kind of sound system to help with the ambience in the terminal. Some other upgrades will be exterior painting walkway repairs as well as other things to enhance the building exterior. We are asking for a sum of 38k from the head tax fund to help us get all of the items accomplished. Thank you for your consideration and help we always receive from the City and council .

**Naelene Matsumiya** <cityclerk@whittieralaska.gov>  
To: Daniel Blair <mayor@whittieralaska.gov>

Wed, Oct 24, 2018 at 8:36 AM

Thanks, Dan. I'll attach this email to the packet for contribution to the item.

Naelene  
[Quoted text hidden]

**Naelene Matsumiya**  
City Clerk  
City of Whittier, Alaska  
O. (907) 336-1490 ext. 1  
C. (907) 440-8920



**CITY OF WHITTIER, ALASKA  
RESOLUTION #27-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,  
ADOPTING THE CITY'S 2018 LOCAL PRIORITIES.**

**WHEREAS**, the Whittier City Council held a work session on November 7, 2017 to discuss and prioritize the City's 2018 local priorities; and

**WHEREAS**, it is the intent of the City Council to provide guidance to City administration concerning local priorities.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of Whittier, Alaska that the following local priorities are identified as the City of Whittier priorities for 2018:

1. Complete Whittier Comprehensive Plan update
2. Continuation of Harbor Improvements
3. ARRC Land Resolution
4. Construction of new Public Park
5. Economic Development
  - a. Lease resolutions
  - b. Disposal of P12 & Condos

**BE IT FURTHER RESOLVED** that the City Manager is hereby instructed to work towards these priorities and take all appropriate steps to bring these goals to fruition.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 21<sup>st</sup> day of November, 2017.

**ATTEST:**

  
Krista Fish  
City Clerk

  
Daniel Blair  
Mayor

Ayes: 7  
Nays: 0  
Absent: 0  
Abstain: 0

**CITY OF WHITTIER, ALASKA  
RESOLUTION 28-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,  
ADOPTING THE CITY'S 2018 STATE LEGISLATIVE PRIORITIES.**

**WHEREAS**, the Whittier City Council met on November 7, 2017 to discuss and prioritize the City's 2018 legislative priorities; and

**WHEREAS**, it is the intent of the City Council to provide the Alaska Governor, Legislature, and state officials adequate information to represent the needs of the City concerning legislative requests including necessary funding requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of Whittier, Alaska that the following Capital Budget priorities are identified as the City of Whittier priorities for the State of Alaska for 2018:

1. AARC Land Resolution
2. Whittier Harbor Improvements
3. Head of Passage Canal Project
4. Shotgun Cove Road
5. Whittier Creek Levee

**BE IT FURTHER RESOLVED** that the City Manager is hereby instructed to advise the Governor, Legislature, and appropriate State agencies of the City's legislative priorities and take all appropriate steps to provide background information and testimony in representing the City's best interests.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 21<sup>st</sup> day of November 2017.

**ATTEST:**

  
\_\_\_\_\_  
Krista Fish  
City Clerk

  
\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes: 7  
Nays: 0  
Absent: 0  
Abstain: 0

**CITY OF WHITTIER, ALASKA  
RESOLUTION 29-2017**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WHITTIER, ALASKA,  
ESTABLISHING THE CITY'S 2018 FEDERAL LEGISLATIVE PRIORITIES**

**WHEREAS**, the Whittier City Council met on November 7, 2017 to discuss and prioritize the City's FY 2018 federal legislative priorities; and

**WHEREAS**, it is the intent of the City Council to provide the President, Alaska Congressional Delegation, and appropriate federal officials adequate information to represent the desires of the City concerning legislative requests including necessary funding requirements.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council of Whittier, Alaska that the following Capital Budget priorities are identified as the City of Whittier Federal priorities for FY 2018:

1. Buckner Building Environmental Remediation
2. Head of Passage Canal Project
3. Shotgun Cove Road
4. DoD Land Transfer
5. Whittier Creek Levee

**BE IT FURTHER RESOLVED**, that the following legislative priorities are identified as the City of Whittier priorities for FY 2018:

**BE IT FURTHER RESOLVED** that the City Manager is hereby instructed to advise the President, Alaska Congressional Delegation, and appropriate federal officials of the City's legislative priorities and take all appropriate steps to provide background information and testimony in representing the City's best interests.

**PASSED AND APPROVED** by a duly constituted quorum of the Whittier City Council on this 21<sup>st</sup> day of November 2017.

**ATTEST:**

  
\_\_\_\_\_  
Krista Fish  
City Clerk

  
\_\_\_\_\_  
Daniel Blair  
Mayor

Ayes: 7  
Nays: 0  
Absent: 0  
Abstain: 0

WHITTIER PORT AND HARBOR COMMISSION  
DECLARATION OF INTEREST

Name: ARNIE ARNISON Date: 10/5/18

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Seat you are interested in filling: See attached letters

Are you a resident in Whittier? of Ourlipkiont Recreation

If NO, where is your primary residence? of Conphet

Are you registered to vote in the state of Alaska? RD

Summarize your boating and harbor experiences: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain why you are interested in serving on the Port and Harbor Commission: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

WHITTIER PORT AND HARBOR COMMISSION  
DECLARATION OF INTEREST

October 5, 2018

Honorable Mayor Dan Blair:  
cc: Council members

I'm submitting my declaration of interest in filling seat F of the Whittier Port & Harbor for a three years term. I am a registered Alaskan voter and a permanent Whittier Resident.

Summarize of my boating and harbor experience and other pertinent qualifications:

- I have served the Ports & Harbor Commission for the past 25 years.
- I have had a permanent slip in the harbor for the vessels since 1988 currently B-8 for the vessel Seabada.
- Master 100 Ton Near Coastal, with endorsements of assistance towing, radar observer unlimited.
- Training for the 100 Ton Master certificate includes; Fire Fighting, Ship & Cargo Handling, Ship Construction and Repair I attended classes at Alaska Vocational Technical School (AVTEC) in Seward Alaska.
- Additional training obtained at AVTEC diesel mechanics and Alaska Marine Safety Education Association (AMSEA) as an Instructor in safety at Sea.
- Master Carpenter, Shipwright since 1965, built five (5) boats from the keel up and restored several vessels to date.
- 10 years owner of a Whittier Charter Company Foxfire.
- Provided occasional technical assistance to harbor staff.
- Provided vessels, summer and winter boat watch and repair.
- Vessel surveyor since 1978.
- Past experiences, I spent fifteen (17) years in the fishing industry, out of Seward in the Gulf of Alaska. Had Arneson Construction Co. building roads, bridges, both home and commercial building in the Matanuska Valley.
- Owned and operator of a Pioneer crusher, experienced pile driver (pile buck).
- Was elected and serviced as the first president of Matanuska Valley Home Builders Association for three terms. The first forming president for the state of Alaska Home Builders Association

Respectfully submitted,



Capt. Arlen L. Arneson  
U.S. C.G. Lic. #663606

Arlen L. Arneson, POB 778, Whittier AK, 99693- 907-229-7425

RECEIVED

OCT 05 2018

Arlen L. Ameson  
P.O. Box 778  
Whittier, Alaska 99693  
907-229-7425

October 05, 2018

Declaration of conflict of interest;

Per WMC: officer of any city board, commission or committee, shall upon assuming his duties, file with the City Clerk a statement in writing disclosing any direct or indirect interest in any firm, corporation, association or enterprise which by reason of such membership on a city board, committee, or commission benefits him in a manner different from that available to the public generally, and shall thereafter upon acquiring or becoming aware of any such interest file a similar statement with the board of ethics. (WMC 2.10.45)

To: Whittier City Clerk,

1. I do not have a direct or indirect interest in any corporation.
2. I do not have any direct or indirect interest in any enterprises that would benefit me directly or indirectly.

In the future I become aware that I have any direct or indirect interest in any firm, corporation or enterprise that may be different from that available to the public generally, and in a manner that would benefits me personally I will disclose it in writing and will file it with the City of Whittier City Clerk.

Respectfully submitted,



Arlen L. Ameson

cc: Honorable Mayor Dan Blair and Council Members,  
Interim City Manager, Jim Hunt

RECEIVED

SEP 13 2018

WHITTIER PORTS AND HARBOR COMMISSION  
DECLARATION OF INTEREST

Name: Ed Hedges Date: 9-13-2018  
Address: PO Box 748  
City: Whittier State: AK Zip: 99673  
Home Phone: 355-1678 Work Phone: 472-8448  
Cell Phone: same as home Are you interested in filling: A

Summarize your boating and Whittier Harbor experiences: I have  
lived on a Boat in the Harbor  
for 18 years

Explain why you are interested in serving on the Port and Harbor Commission: \_\_\_\_\_  
To help make the Harbor Better

WHITTIER PORT AND HARBOR COMMISSION  
DECLARATION OF INTEREST

Name: Brad von Wichman Date: 01/05/2018

Address: 2940 Mallard Ln

City: Anchorage State: AK Zip: 99508

Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Seat you are interested in filling: \_\_\_\_\_

Are you a resident in Whittier? NO

If NO, where is your primary residence? ANCHORAGE

Are you registered to vote in the state of Alaska? YES

Summarize your boating and harbor experiences: \_\_\_\_\_

COMMERCIAL OPERATOR FOR 30 PLUS YEARS

Explain why you are interested in serving on the Port and Harbor Commission: \_\_\_\_\_

Signature

Brad von Wichman